TS-EAS

Thursday 24th of October

6am PST / 7am MST / 8am CST / 9am EST/ 1 pm UTC / 2pm BST / 3pm CEST, CAT / 4pm EEST / 6:30pm IST / 9pm CST / 11pm AEDT

Karin: Welcome

Yogita: Notes

Karin: Membership and introductions

PHOTO TIME!!!!!

_____

Some members are leaving

- Left by August 2024
  - Mpho Ngoepe
  - Jane Gorjevsky (Collection Management Section liaison to Outreach)

Thank you for your service!

When you introduce yourself

- Short intro with name, time zone
- Do you get the emails sent to the TS-EAS email list?

Re-appointed members of TS-EAS (3 years)

- Karin Bredenberg
- Silke Jagodzinski (previously ex-officio)
- Elizabeth Russey-Roke
- Martin Critelli
- Dia Kytta

Newest member(s) of TS-EAS

- Yogita Sharma
  - 1 year appointment: Early-career member
- Eric Sonnenberg
  - 3 year appointment
- Kolbe Resnick
  - 3 year appointment

Liaison with Standards Committee

- Lara Michels

Liaison for our web pages

- Gerhard Müller, EAC webpage
- Glenn Gardner, EAD webpage

Liaison to other sections

- Janaya Kizzie, EAS Section (until next August)
- Megan Mummey, Collection Management Section (from September)
  - Liaison to Outreach team, not attending this TS-EAS meeting

The other members of TS-EAS

- Introduction round!

We will now take our new TS-EAS photo!

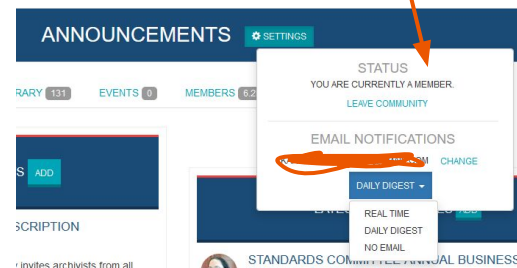# Karin: Introduction to our different systems to use

Introduction to TS-EAS
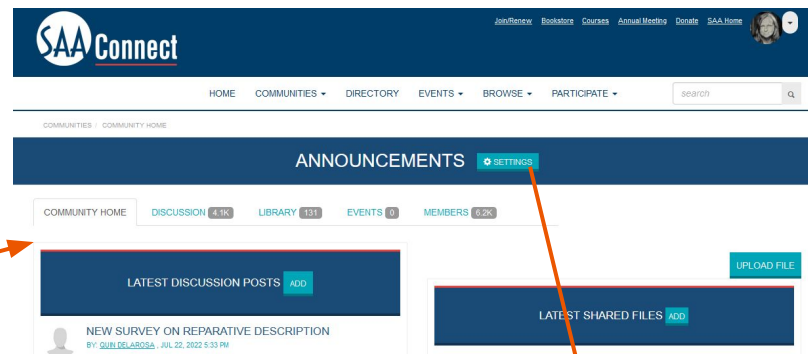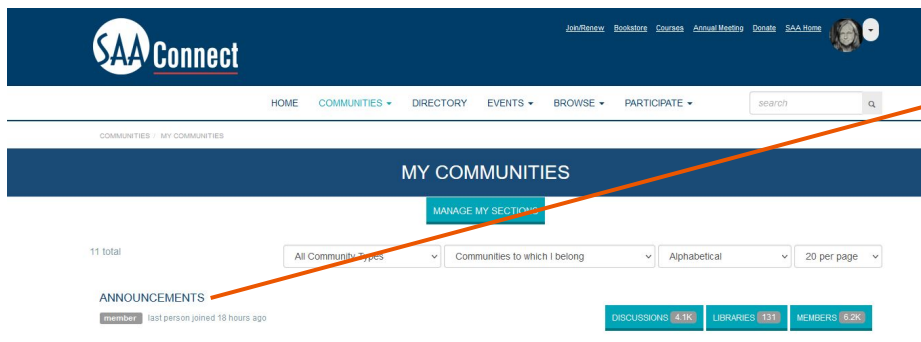
- Four committee-wide meetings per year
- Multiple subteams
  - https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Sub-Teams-and-Charges#current-standing-sub-teams
- Multiple communication formats
  - Official TS-EAS listserv (archivists-tseas@connectedcommunity.org)
  - E-mail to TS-EAS forwarded to the co-chairs (ts-eas@archivists.org)
  - Google Drive (for working documents)
  - GitHub (for meeting minutes, schemas, and committee documentation)
  - Slack (new channel for TS-EAS, should subteams want to use Slack)
- Check out the Handbook, particularly
  https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Meeting-Policies-and-Procedures

Next steps: make sure we have your **preferred email address** and **GitHub user account name**. If you do not use GitHub, you can create a free personal account by going here: https://github.com/join

Some controls for the e-mails

- https://connect.archivists.org/home
  - Login with your e-mail

Another e-mail for the e-mails

GitHub https://github.com/SAA-SDT

Next steps: make sure we have your **preferred email address** and **GitHub user account name**. If you do not use GitHub, you can create a free personal account by going here: https://github.com/join

Google Drive for TS EAS only
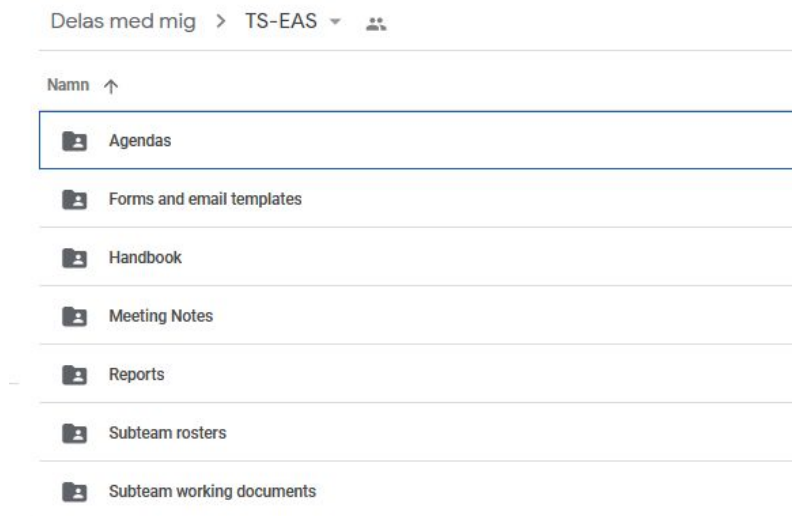
Next steps: make sure we have your **preferred email address** for Google Drive. You will then be added as a user.

Internal roster list

Do **NOT** edit any other rows except your own row!!!!!

Links to web pages and email list

- EAC-CPF Official Home Page: http://eac.staatsbibliothek-berlin.de/
- EAD Official Home Page: http://www.loc.gov/ead/
- EAS (EAD/EAC-CPF) Listserv (electronic discussion list) https://listserv.loc.gov/cgi-bin/wa?A0=EAD
- EAS (EAD/EAC-CPF) List Subscription Settings http://listserv.loc.gov/cgi-bin/wa?SUBED1=ead&A=1

Updates

To learn about our work

- A YouTube video from our meeting in August 2024 will be published!
- https://www.youtube.com/@SocietyofAmericanArchivists

Lara: Standards Committee

Standards Committee

- New Standards leadership: Lara Michels and Dan Michelson, co-chairs
  - lmichels@berkeley.edu, dmichelson@smith.edu
- Dealing with lots of roster issues for groups within SAA that manage standards
- Many committees and sections will be adding mid-year members and SAA has sent out a request for nominations
- TS-EAS component group request for funding for 2025 SAA meeting submitted to Council
- Standards Committee project for the year involves early work on a road map for standards in SAA. The group is starting this road map project with a survey of the profession about their use of standards as well as needs and desires around standards.

Janaya: EAS Section

EAS Section

- Members:
  - Janaya Kizzie, Co-Chair, 2023-2025
  - Jacqueline Devereaux Asaro, Steering Committee Member, 2023-2025

Marie: EAC-CPF

EAC-CPF subteam

- Encoded Archival Context - Corporate Bodies, Persons, Families

- Responsible for schema (files) & documentation

- Consists of 8 members, US-based & international

- Meets monthly via Zoom
  1st Thursday, 11:00am/12:00pm UTC
  (i.e. 7:00am EDT/EST, 10:00pm AEST/11:00pm AEDT)

EAC-CPF subteam

Maintenance, and looking ahead

- Minor revision, v 2.0.1, released in January 2024
- Preparing to review for alignment with EAD 4.0
- Working with EAC-F and EAD teams toward a suite of standards that
  - Reflect contemporary archival concepts & models
  - Work together to represent relationships among agents, activities & resources
  - Can be maintained collectively

Documentation

- https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/eaccpf-subteam
- https://eac.staatsbibliothek-berlin.de/

Karin: EAC-F

Encoded Archival Context - Functions

- The basics
  - EAC-F is the working name
  - Based upon ISDF
  - Inspiration from RiC (relations and name of relations mostly)
  - Review just closed after an extension
  - Work closely connected with the work in the EAC-CPF Team

Summary from CfC comments

- 7 responses from around the world
- All 7 gives that we need to create the TL and XML-schema
- Some comments gives that more discussion is needed, for example extending the information regarding the functionAgent with dates

Notes and report!

- https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/functions-subteam/meeting-minutes
- https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/functions-subteam/committee-updates/20220525-FunctionsTeam.md

Kerstin: EAD

EAD subteam

- Encoded Archival Description
- Cares about
  - Schema (files)
  - Documentation
- Consists of 14 members
  - Both US-based and international members

EAD subteam

- Meets
    - Monthly
    - 4th Friday, usually 1.5 hours, 1:00pm UTC (i.e. 7:00am Central Standard Time, 8:00am EDT/ 9:00am EST, 2:00pm CET/3:00pm CEST, 9:00pm China Standard Time)
    - Virtually via Zoom

    - **Next meeting:** tomorrow, 25 October, if any of the new members would like to join

EAD and what's going on

- Major revision of EAD
  - Started in 2021 alongside the major revision of EAC-CPF and the development of EAC-F
  - Includes review and updates of the schema and schematron plus the Tag Library
  - Looks to extend the Best Practices Guide with additional and new examples
  - Preview sessions on the draft of EAD 4.0 in January and February 2024
  - First draft of EAD 4.0 schema published in April 2024 along with first draft of schematron and additional documentation
  - First draft of EAD 4.0 tag library published in July 2024 along with further documentation
  - Call for Comments open between 19 April 2024 until last Sunday (11 August 2024)
    - Four open drop-in sessions alongside Call for Comments
    - Four posts on the Descriptive Notes blog alongside Call for Comments

Find all information

- On the TS-EAS page on the SAA website: https://www2.archivists.org/groups/technical-subcommittee-on-encoded-archival-standards-ts-eas/call-for-comments-revision-of-e-0
- On the TS-EAS GitHub page: https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/ead-subteam/major-revision_2021-2025_documents

EAD and what's next

- TS-EAS had a two-day hybrid meeting reviewing and discussing feedback received during the Call for Comments
  - Still some issues remaining that need to be reviewed
  - Other issues need some further discussion
  - Status: https://github.com/orgs/SAA-SDT/projects/1 (includes schema, schematron, Tag Library and Best Practices Guide issues)
- Update draft of EAD 4.0
  - Schema as well as accompanying documentation
  - Probably including a draft standardised transformation towards EAD 4.0 and additions to the EAS Best Practices Guide
  - 2nd Call for Comments to come (timeline will depend on other related strands of work)

Mark: Schema

Subteam overview

- We work closely with and receive instruction from the three other standards subteams within TS-EAS, namely EAD, EAC-CPF, and Functions.
- Our primary goal, then, is to make sure that the decisions made by those standards teams are translated and encoded into machine-readable formats…
- With the aim of making sure that any archival description that finds its way online is easily shareable and reusable as possible.

Find us on GitHub

- Base schemas
  - https://github.com/SAA-SDT/eas-schemas/tree/development
- Best practices
  - https://github.com/SAA-SDT/EAS-Best-Practices/
- Schematron
  - https://github.com/SAA-SDT/eas-schematrons/tree/main
- Tag Libraries
  - https://github.com/SAA-SDT/EAS-TagLibraries

Membership

- Kerstin Arnold
- Karin Bredenberg
- Martin Critelli
- Mark Custer
- Alex Duryee
- Iris Lee
- Ailie Smith
- …?

Open to new members, of course!

Currently meet the first Friday of each month

Next meeting is 2024-11-01, 1 p.m. UTC.

If interested in joining, just let us know!

Fun stuff to work on, such as our developing Best Practices web presence, e.g.
https://saa-sdt.github.io/EAS-Best-Practices/docs/value-lists/addressLineType.html

Cory: Outreach and Communications

Subteam Responsibilities

- Promote broader awareness of TS-EAS' activities and its work plans, across a range of key stakeholders and audiences
- Liaise with the EAS Section leadership on communications, education, and outreach plans

- Currently meeting monthly on the third Tuesday at 11 AM ET for updates and planning

Membership

- Cory Nimer
- Glenn Gardner
- Yogita Sharma
- Janaya Kizzie (EAS Section liaison)
- Megan Mummey (Collection Management Section liaison)
- Mary Samouelian
- Karin Bredenberg

Current Activities

- Continuing support for TS-EAS webinars and events
- Reviewing available documentation portal content
- Considering options for updating *Putting Descriptive Standards to Work*

Full committee discussion points or updates

Updates

Co-chairs

Updates

- ts-eas@archivists.org
  - Updated so mail is sent on to just Karin and Mary
- Call for members
  - Standards has reported in that for TS EAS:
    - 4 reappointments and 2 new SAA and 1 international is needed
  - If your period is ending in 2025 we (Karin and Mary) will contact you!
    - Do you want to continue?
    - We need to know ASAP!
- SAA requested us to update our bylaws with term for co-chairs
  - Current bylaws:
    - "The technical subcommittee shall be composed of between fifteen and twenty-five members (excluding two co-chairs) appointed by the SAA Vice President / President-Elect for staggered three-year terms so that a minimum of three individuals are appointed by the Vice President each year."
    - No changes suggested, its staggered 3 years for both co-chairs and members

Updates

- Funding request for our meeting at the Annual meeting has been sent by Standards to Council 17th of October
    - Fingers crossed, after the Council meeting in November invitations can go out
- Revision cycles
    - Step one: alignment of our standards: EAC-CPF, EAC-F and EAD
        - Coordinate teams and timelines
            - Karin and Mary starts the work
    - Step two: hand over package to Standards -> Council
    - Step three: Prepare request for major revision looking into RiC
        - Heads up: We need to keep an eye on the RiC email list, there were a comment on using EAS standards but tweak them a little to fit RiC, information about our planned work will be needed
    - Step four: Revision with alignment according to our assessment of RiC-CM
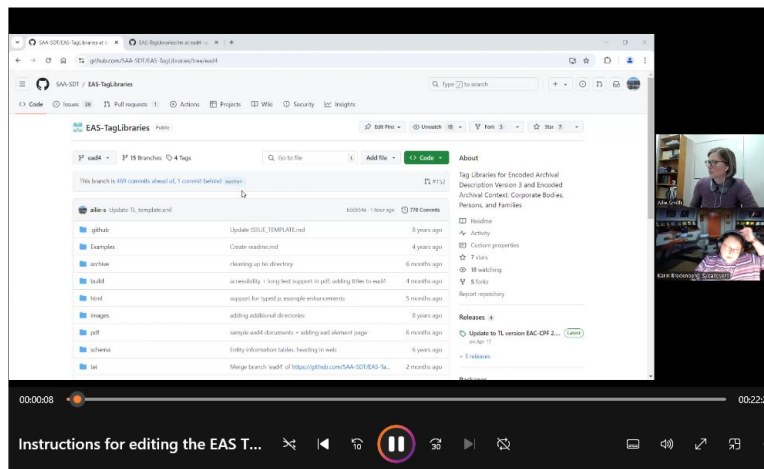
Recording of TL setup

Karin and Ailie

Recording only for TS-EAS

- Tack Ailie!

- https://drive.google.com/file/d/1bmbKO1KjuX72QR68D9BywMDxgNoqG5fd/view?usp=drive_link

Aid with the EAS value lists

Karin and Kerstin

Explanations and references needed

- The change in the predefined value lists is moving forward hosted by the BPG
  - Explanations and sources needed
- Look: https://saa-sdt.github.io/EAS-Best-Practices/docs/value-lists
- Driver: https://github.com/SAA-SDT/EAS-Best-Practices/tree/main/docs/value-lists

Who can aid?

Any other business items?

All

All TS-EAS!

Next all TS-EAS meeting:
- February (aim: time better for members in the timezones with more than +5 from GMT)
- May
- SAA Annual Meeting
- October